

Providence University Regulations on Leave of Absence for Exams and Taking Make-up Exams

Amended at the Academic Affairs Meeting on May 27, 2015

- Article 1 The Providence University Regulations on Leave of Absence for Exams and Taking Make-up Exams (hereinafter referred to as the “**Regulations**”) are established to stipulate the rules and regulations on applying for leave for exams and taking the subsequent make-up exams.
- Article 2 Students with the one of the following circumstances may apply for leave of absence during the scheduled exam period.
- A. Sick Leave: Students who are unable to attend the exam during the scheduled exam period should present the certificate of diagnosis (specifying the time of visit) or a certificate of hospitalization issued by the medical institutions certified by National Health Insurance to apply for leave.
 - B. Personal Leave: Students who have to miss the exams due to a conflict of schedule with the exams sponsored by government, GEPT, TOEIC, and TOEFL may apply for personal leave upon the presentation of the exam admission ticket; or students who cannot attend the exam due to other personal reasons.
 - C. Official Leave: Students who are on University assignment to attend or serve the official activities or who are on military recall should apply in advance with the written proof issued by the dispatch unit.
 - D. Bereavement Leave: Students may apply for a bereavement leave due to the bereavement of his/her lineal relatives or siblings during the examination period.
 - E. Maternity Leave: Students may apply for a maternity leave due to pregnancy, childbirth, or miscarriage upon the presentation of a hospital certificate.
 - F. Parental Leave: Students may apply for a parental leave due to the personal leave or sick leave caused by childcare for children under age of three.
 - G. Menstruation Leave: Female students who have difficulty attending school due to their menstrual days may apply for 1-day menstruation leave per month without presenting any proof.
 - H. In addition to the above-mentioned reasons, other major incidences caused by force majeure can be handled with special considerations by written application.
- Article 3 When a student cannot apply for leave ahead of time due to acute illness or force majeure, the student’s parent (or guardian) shall notify the Div. of R&C of the Office of Academic Affairs on the day of examination. The online application for leave should be completed 3 days after the examination. If the application for leave of absence within the designated timeframe couldn’t be completed, the student should proceed to the Div. of R&C to apply in writing; a make-up exam is subject to approval.
- Article 4 For Midterm Exam, the student should acquire the approval of the course instructor to arrange the time for a make-up exam.
- Article 5 For Final Exam, the leave procedure must be completed in accordance with the leave regulations. For personal leave, the application must be filed 1 day prior to the exam; for other types of leave, it should be filed within 3 days after the exam was administered; a late application is not accepted. Students should file their application at the Leave Application on e-Campus
- Article 6 The make-up exam for Final Exam, a one-time-only opportunity, is administered in accordance with the schedule announced by the Div. of R&C; for those who failed to attend the make-up exam on time, a mark of “Zero” shall be recorded for the exam in question. For students who couldn’t attend the make-up exam due to force majeure or serious illness, the exam can be postponed at the latest to 3 days prior to the beginning of the following semester.
- Article 7 The results of the make-up exams are calculated based on the following principle:

- A. For Official Leave, Bereavement Leave, Maternity Leave, Parental Leave, or Sick Leave which requires hospitalization: actual score earned shall be recorded accordingly.
- B. Sick Leave, Menstruation Leave: For the score over 60, for the part over 60 only 70% will be accounted for.
- C. Personal Leave: 70% of the score earned will be recorded, with the top limit set at 60 points. Students who missed the exam because of attending the exams sponsored by government, GEPT, TOEIC, and TOEFL should present their proof of exam attendance in question, and the actual score earned shall be recorded accordingly.

Article 8 These Regulations shall enter into force upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

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Amended at the Academic Affairs Meeting on December 26, 2012
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***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**